

# Spotlight

## on Student Assessment and Accountability

May 10, 2018

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### Alternate Science Standards Educator Panels Application Window Closing Soon!

The window for applying to participate in educator panels (September 2018–February 2019) to develop new alternate content expectations in science will close on **Tuesday, May 15, 2018**.

Participants are expected to attend all ten (10) sessions. Please sign up only if you anticipate being able to attend all sessions (see application for dates). Interested educators are encouraged to seek approval from their district as soon as possible (sub reimbursement and State Continuing Education Clock Hours are available).


For details about this project, please see the [March 29 Spotlight on Student Assessment](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)). Specific questions about this project can be sent to: [JaquithJ@michigan.gov](mailto:JaquithJ@michigan.gov).

We plan to have panels selected and notified by **June 10, 2018**. To apply for participation as a member of the educator panels, please complete the [online application form](https://www.surveymonkey.com/r/MIA_Science_EdPanels) ([https://www.surveymonkey.com/r/MIA\\_Science\\_EdPanels](https://www.surveymonkey.com/r/MIA_Science_EdPanels)) no later than **May 15, 2018**.

### Answer Documents Received and Not Tested Students

**Answer Documents Received and Not Tested Students** on the OEAA Secure Site will open soon for the Spring 2018 assessments. It is very important to review the Answer Documents Received and Not Tested Students page to ensure all tests taken have been received; verify other answer document information such as tests marked for prohibited

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Key:  Reminder (previously run article)

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behavior, nonstandard accommodations, etc.; and to provide reasons why students were not tested.

## New this year!

- You can submit not tested reasons and report answer document issues from one new Secure Site page.
- All students whom the school is the Primary Educational Providing Entity (PEPE) and is accountable for, will be listed on the screen whether the student was tested or not.
  - ♦ If a student is included as accountable but is not currently enrolled, they should be exited in the Michigan Student Data System (MSDS) by the posted deadlines. For dates and details on **Accountable Students Enrollment and Demographics for Spring 2018**, see the article on page 4 of the [April 26 Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).
  - ♦ If a school is not accountable for a student but the student did test at the school, the student will show as tested.
  - ♦ Students for whom the school is accountable, but tested elsewhere, will display and the tested building will be identified.

**Missing Answer Document Issues, Appeals for Prohibited Behavior/Nonstandard Accommodations, and Answer Document Move Requests will be available for submission on the following dates:**

- **WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs:** May 16 at 8:00 AM – May 22, 2018 at 5:00 PM

- **SAT, PSAT 8/9 (grade 9 only), PSAT 10, and WorkKeys:** May 23 at 8:00 AM – May 30, 2018 at 5:00 PM
- **M-STEP and MI-Access:** June 11 at 8:00 AM – June 18, 2018 at 5:00 PM

**Not Tested Reasons will be available for submission on the following dates:**

- **WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs:** May 16 at 8:00 AM – May 30, 2018 at 5:00 PM
- **SAT, M-STEP, and MI-Access:** June 11 at 8:00 AM – June 25, 2018 at 5:00 PM.

**Please note:** While the answer documents received is available for SAT in May, the ability to submit a not tested reason will not be available until June 11, 2018.

Schools will need to submit a reason that a student did not test in one or more required content areas for federal reporting and a possible accountability exception to the participation requirement. The ability to submit a reason why a student did not test will be available for WIDA, SAT, M-STEP, and MI-Access **only**. PSAT 8/9, PSAT 10, and WorkKeys will **not** be used for accountability calculations in Spring 2018 so schools will not need to submit a reason a student did not take one of these three tests.

It is strongly suggested that you view the Answer Documents Received and Not Tested Students instructions on the [Secure Site Training web page](http://www.michigan.gov/secureretaining) ([www.michigan.gov/secureretaining](http://www.michigan.gov/secureretaining)) that will be available next week. This document will walk you through the process, giving pointers on what to look for, how to report issues and how to fix an error when possible, along with helping to identify possible issues.

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

A list of the various not tested reasons available for submission on the Students Not Tested report will also be available in these instructions.

## What Should I Do If a Student Is Not Tested?

Some schools have been submitting incident reports on the OEAA Secure Site to report why a student did not test with M-STEP and MI-Access. There is no need to submit an incident report and it will NOT be used when reviewing not tested reasons for possible accountability exemptions.

In June, schools will have the opportunity to submit a reason why a student was not tested with SAT, M-STEP, and MI-Access assessments on the Answer Documents Received and Not Tested Students screen of the OEAA Secure Site. Only not tested reasons submitted through this process will be reviewed for possible accountability exemptions. See the preceeding article for information on the **Answer Documents Received and Not Tested Students** process.

## Common Questions from M-STEP Test Administrators

### When giving my students a break during M-STEP what do I need to do to keep materials secure?

Breaks ARE allowed during M-STEP testing (online and paper/pencil). When students are given a break, the test booklets (paper/pencil only), answer documents (paper/pencil only), and scratch paper must be collected by the test administrator and stored securely until the students resume testing.

### When should M-STEP test tickets be collected during the testing session?

Test tickets should be collected by the Test Administrator immediately after the students have logged into the testing session.

### How should scratch paper be used and what is expected in keeping it secure?

Scratch paper is an optional universal tool that may be made available for students. For the English language arts, science, and social studies assessments, scratch paper must be blank ruled or unruled paper. For the mathematics assessment, grades 6-8 must use blank graph paper as scratch paper and grades 3-5 can use blank ruled, unruled, or graph paper as scratch paper. Fresh scratch paper must be used for each test session. It is required that students put their names on their scratch paper.

When students are given a break the scratch paper needs to be collected by the Test Administrator and securely stored during the break. Upon returning to the test, students can continue to use their scratch paper, if their name is on it. (New scratch paper must be distributed if the student's name is not on it.) Used scratch paper must be returned along with other secure materials to the Building Coordinator for secure shredding once a test session is complete.

### What is the policy on returning secure materials to the building assessment coordinator after completing a testing session?

All secure testing materials must be returned to the Building Coordinator after each testing session. It is important that districts and schools work with their staff to develop a coordinated plan to ensure the safe and prompt return of secure testing materials.

## Subscribe to Receive Updates on the Parent Dashboard

The Michigan Department of Education (MDE) has recently created an email list where parents and others can sign up to receive updates and news about the Parent Dashboard. Families, community members, and other interested individuals can use [this link](https://public.govdelivery.com/accounts/MIMDE/subscriber/new?topic_id=MIMDE_181) (https://public.govdelivery.com/accounts/MIMDE/subscriber/new?topic\_id=MIMDE\_181) to subscribe to the list. Subscribers will receive email updates when Dashboard data sets are updated or new features or metrics are added, as well as notice of special opportunities to provide input or feedback on the Dashboard.

## Update on the Social Studies Standards Public Comments

The 2007 Michigan Social Studies Standards are updated and ready for public comment. In April 2014, Social Studies experts from across Michigan began a process to update the Michigan Social Studies Standards. This team reviewed and edited all content expectations to make them fewer, consistent, and grade level appropriate. Once the draft document was completed, a period of public comment ensued. Given issues with that draft, a Focus Group including a broad range of perspectives, reviewed the standards and made important edits. The State Board of Education received that document on Tuesday, May 8, 2018, prior to a period of public comment.

A [Survey for Public Comments](https://fs28.formsite.com/pf98Hd/form7/index.html) (https://fs28.formsite.com/pf98Hd/form7/index.html ) is open until **June 30, 2018**.

To assist in a review of the changes to the existing standards, staff developed a [cut and cap version of the revised draft standards \(Attachment A\)](https://www.michigan.gov/documents/mde/SS_May_2018_Cut_Cap_Final_622356_7.pdf) (https://www.michigan.gov/documents/mde/SS\_May\_2018\_Cut\_Cap\_Final\_622356\_7.pdf) showing where language has been deleted (cut) or added (CAP).

There is also a version of the [new draft standards \(Attachment B\)](https://www.michigan.gov/documents/mde/SS_May_2018_Public_Final_622357_7.pdf) (https://www.michigan.gov/documents/mde/SS\_May\_2018\_Public\_Final\_622357\_7.pdf) as they will appear when the proposed changes are accepted. Please check back periodically for additional clarifying documents.

In addition to the survey, the Department of Education will conduct regional public meetings that will provide another opportunity for input. Details on those meetings will be provided in a future communication.

Feedback from both the survey and public meetings will be used to determine the final draft standards that the State Board of Education will consider for adoption.

For questions or concerns, please contact Jim Cameron, Social Studies Consultant, at [CameronJ3@michigan.gov](mailto:CameronJ3@michigan.gov).

## SAT Corner

*Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board*

### Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

### Answer Document Verification Window: May 23-May 30, 2018

The Michigan Department of Education (MDE) answer document verification process on the Secure Site provides a way for schools to verify that all answer documents have been received and processed by the College Board. It is also used to resolve other potential issues with answer documents. The deadline to review and report PSAT 8/9 for 9th grade, PSAT 10, and/or SAT with Essay answer document issues through

the Secure Site is May 30, 2018. See the article [Answer Documents Received and Not Tested Students](#) beginning on page 1 for information on these processes. Student data released in the College Board's K-12 Reporting Portal is based on the information verified during this window and changes cannot be made once the window has closed.

### PSAT 8/9 for 8th Grade Webinar

PSAT 8/9 will be administered in 8th grade starting in Spring 2019 for accountability in ELA and mathematics. The College Board is offering an introductory webinar on **May 22, 2018** from **10:00–11:00 AM** to provide brief information on the assessment, 2019 test dates, accommodations, reporting features, and how to begin preparing for the 8th grade administration. To register, click [here](https://tinyurl.com/8GradePSAT) (<https://tinyurl.com/8GradePSAT>).



Information on ACT WorkKeys® provided by the ACT®.

## Answer Document Verification

The Michigan Department of Education (MDE) Answer Document Verification process on the OEAA Secure Site provides a way for schools to verify that all answer documents have been received and processed by ACT. The window to review and report missing WorkKeys answer documents is **May 23 - 30, 2018**. See the [Answer Documents Received and Not Tested Students](#) article beginning on page 1 for information on these processes.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244  
9:30 AM – 6:00 PM ET
  - standard time: ext. 2800
  - accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

# Important Dates

## Approaching Deadlines!

**Tuesday, May 15, 2018 (CLOSES at noon):**

- **M-STEP—grades 3, 4, 6, and 7:** Additional Material Orders Window in the OEAA Secure Site

**Friday, May 18, 2018:**

- Last day to administer an **M-STEP** grade 3, 4, 6, or 7 paper/pencil test.

## May 2018

### Early Literacy and Mathematics

**Now – May 25, 2018:**

- **Early Literacy and Mathematics Benchmark Assessment Test Administration Window**

### M-STEP

**Now – May 25, 2018:**

- **M-STEP—grades 3, 4, 6 and 7 Online Test Administration Window**

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues



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## May 2018 continued

### May 23, 2018:

- Last day to return **M-STEP** paper/pencil materials

## MI-Access

### Now – May 22, 2018 (closes at noon):

- **MI-Access—grades 3-8 and 11** Additional Material Orders Window in the OEAA Secure Site

### Now – May 25, 2018:

- **MI-Access Alternate Assessments—grades 3-8 and 11** **Online and Paper/Pencil Test Administration Window**

## M-STEP and MI-Access

### Now – May 22, 2018:

- **M-STEP and MI-Access:** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – [submit request](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/)

## WIDA

### May 16-22, 2018 (5:00 PM Deadline):

- Answer document verification window for **WIDA ACCESS for ELLs 2.0** and **WIDA Alternate ACCESS for ELLs**

### May 16-30, 2018 (5:00 PM Deadline):

- Not tested window for **WIDA ACCESS for ELLs 2.0** and **WIDA Alternate ACCESS for ELLs**

## ACT WorkKeys

### May 23–30, 2018 (5:00 PM Deadline):

- Answer document verification window for **ACT WorkKeys**

## SAT, PSAT 10, and PSAT 8/9

### May 22, 2018 from 10:00–11:00 AM:

- **PSAT 8/9** 8th Grade Informational Webinar  
To register, click [here](https://tinyurl.com/8GradePSAT) (https://tinyurl.com/8GradePSAT).

### May 23–30, 2018 (5:00 PM Deadline):

- Answer document verification window for **PSAT 8/9** for 9th grade, **PSAT 10**, and **SAT with Essay**

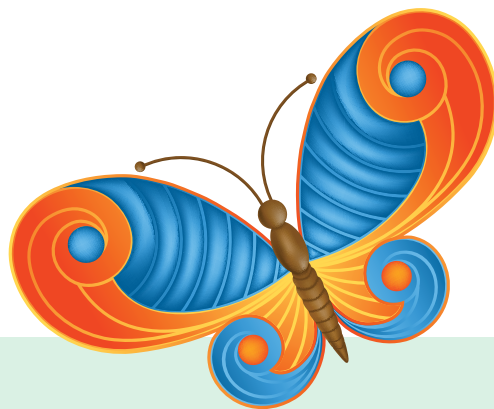
## June 2018

### June 11–18, 2018 (5:00 PM Deadline):

- **M-STEP and MI-Access:** Answer Documents Received window

### June 11–25, 2018 (5:00 PM Deadline):

- **SAT, M-STEP, and MI-Access:** Not Tested Reasons window



### Have Questions?

Email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues